

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 30-2012

OPEN TO: All Interested Candidates within and outside of the Mission

POSITION: Property Receiving Clerk

OPENING DATE: October 31, 2012

CLOSING DATE: November 14, 2012

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-08 (To be confirmed by Washington)
*Ordinarily Resident: FSN-6

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy, Freetown is soliciting applicants for the position of "Receiving Clerk". The position is located in the General Services Section and reports to the General Services Officer.

FUNCTIONS OF THE POSITION:

Responsible for the receipt of Embassy expendable and non-expendable property, checking the condition of items, reconciling the items received against the purchase document, and completing the OF-127 Receiving Report. NEPA numbers are applied and recorded as appropriate. Partial receiving reports should indicate items missing. Damaged items should be reported for follow-up as appropriate. Makes the initial property entries on all non-expendable property received and, turns over received expendable property to the stock clerk after completing OF-127 Receiving Report. The Receiving Report is forwarded to the Accountable Property Officer for initialing and copies are made for the appropriate offices for payment action. Once received, items are issued to the requester.

Participates in the preparation and conducting of excess/obsolete property sales and completes the OF-132 Property Disposal Authority Reports.

Serves as back-up for the NEPA and Expendable Supply Clerks as needed.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of Secondary School required.
2. **Experience:** Two years experience in receiving, delivering and inventorying household properties, office furnishings and other items in stores required.
3. **English Ability:** Level 3 (good working knowledge) of spoken and written English required.
4. **Other Criteria:** Knowledge of property management instructions and procedures. Knowledge of picking up, delivering and keeping inventories of properties. Must have acquired some knowledge of 6 FAM rules on property management after one year of employment.
5. **Other Skills:** Computer skills. Must be tactful yet effective in dealing with American personnel regarding inventories of household furnishings and equipment. Must be holder of driver's license. Must be able to operate forklift to move items within the Embassy Warehouse during off-loading of containers.
6. **Interpersonal skills:** Must be able to communicate well to Supervisor, shipping, procurement, budget office, motor pool regarding items received or for reconciliation purpose.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Property Receiving Clerk)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 515-075
HRFreetown@state.gov

by handing a sealed envelope to a guard at the reception post at the American Embassy in Freetown.

Note: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of

assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM's for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 14, 2012

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.